

# **137 school with ISFL "Angel Kanchev"**

## **VERIFICATION**

**DIRECTOR:** ... ..

/ Stamp and signature /

... ..

/ Name and surname

## **RULES**

The structure and activities  
137 SOU "Angel Kanchev"-Sofia

### **Chapter One**

#### **GENERAL**

Article 1 These regulations define the structure, functions, management of 137 school with ISFL "Angel Kanchev"-Sofia, the rights and obligations of teachers, pupils and school staff, the organization of educational process, issuance of documents for completed grade, stage or level of education.

Art. 2. 137 SOU "Angel Kanchev" in Sofia is a secondary school from class I to XII including, who provides the following levels of education:

- a) basic - two stages;
  - a. starting - I - Class IV;
  - b. junior high school - V - VIII class;
- b) Medium - VIII - XII class.

Art. 3. The school works according to curricula and training programs approved by the Minister of Education, Youth and science under the Note and the Ministry to organize activities during the school year.

Article 4 (1) Children of Bulgarian citizens permanently or temporarily residing in Bulgaria, as well as children of another nationality are accepted to be educated in the school.

(2) The acceptance and transfer of students shall be subject to the terms and conditions specified in the Implementing Rules of the Law on Public Education PPZNP.

(3) The acceptance and enrollment of students in a daily form of education is also done on the basis of the following documents:

1. request / application / to the school director;
2. school books / markbook / - for students from the school;
3. birth certificate or passport - photocopy / for students in 1<sup>st</sup> grade /

4. Health record or statement from the parent concerning the health of students.
5. Document for a completed grade, stage or degree and certificate of removal - for students II – IX grade, including, if they come from another school before the beginning of the school year.
6. Certified relocation - where a student moves during the courses.

Art. 5. Teaching classes at 137 SOU "Angel Kanchev" will be held on literary Bulgarian.

Art. 6. To the graduates of a particular class, stage or level of education the school issues certificates according to the Law of Education and PPZNP, which certify of primary education and secondary education diploma entitling them to continue their education.

Art. 7. Pupils enjoy their right to free education, free use of school facilities, the right of free advice relating to teaching and career guidance, moral and material incentives.

Art. 8. In organizing and conducting activities outside the state educational requirements such as courses on : foreign language, music, art, sports and more.; teaching children studying at foreign schools, participants pay a fee decided by the CFI of the school.

**Art. 9. Excursions of the students are organized by flows / initial, pro-secondary, secondary / approved by the director of the school timetable, such as:**

1. excursions and "green schools" are organized according to the Indication for organizing various forms of child and school recreation and tourism and recreation facilities opening in coastal, mountain, spa resort areas and Decree № 2 / 24.04.1997 of the Ministry of Education for organizing and conducting child and school recreation and tourism / Prom. SG, br.43 since 1997.; am. and supplemented., 74 of 1998., issue 9 of 25.01.2005, issue 24 of 21.03.2006 .
2. two days are determined for school excursions within the appropriate time whereas the teacher writes:
  - a) an application to the school director;
  - b) a request for the time and all necessary documents proving the security and adequate living conditions for students.

Art. 10. The school provides its activities in accordance with: the Constitution of the Republic of Bulgaria, the Labour Code and the Bulgarian labor legislation, the Public Education Act, PPZNP and other regulations and documents relating to education, the Rules of Procedure of the school.

Art. 11. This Regulation shall be binding on the director, students and school staff who have to:

1. take into account in their activities the trends in education and new parameters of the state educational requirements, creative nature of the teaching work; constructive assessment of the classwork, innovation in teaching;the prevail in the classwork activities of national and universal values; scientific justification facts and events.
2. come to work on time and follow exactly the established working hours.
3. enrich the equipment carefully and keep school property.
4. save materials, water and electricity.
5. maintain order and cleanliness of workplaces in the building and courtyard.

6. comply with requirements to provide safety education, training and working conditions according to health requirements.

7. timely alert of the school director to remove the casualties, admitted shortcomings which violate the rhythm of the educational process.

## **Chapter Two**

### **ORGANIZATION of educational process**

Art. 12. The educational process in school is organized in the following studies:

1. daily
2. private
3. individual

Art. 13. For students of I - VIII class a full-time organization of the school day can be done, subject to funding, sanitation and willingness of parents expressed in writing.

Art. 14. Classes for the school year start on 15 September and continue until:

- May - for students of class XII;
- May 24 - for students from class I;
- May 31 - for students II - class IV;
- June 15 - for students from V - VIII class;
- June 30 - for IX - XI class.
- If the day is a holiday, the school year begins on the next working day.

Art. 15. The school year is organized in two educational periods under the approved curriculum.

Art. 16. Students enjoy vacations between school years and during the school year according to the approved curriculum.

Art. 17. (1) Each semester is organized in school weeks, school days and school hours.

(2) It is a five-day school week - Monday to Friday including.

(3) The required 4 to 7 hours are organized in a study day.

(4) The duration of lessons is:

- 35 minutes I - Class II;
- 40 minutes III - Class IV;
- 45 minutes V - XII class.

(5) The class lesson is held on schedule approved by the Director for the semester. The duration of school hours is reduced by 5 minutes on the length of classes established by paragraph. 4.

(6) Breaks between classes are 10 minutes. The long break is after the third lesson - 20 minutes.

(7) Change in length of school hours and holidays is allowed only in circumstances violating the learning process after an order of the director.

(8) Starting hours of classes:

- I st shift at 7.30 with the exception of Class I and III – at 8.20;

- II nd shift at 13.30 with the exception of Class II – at 12.40;

Art. 18. (1) the weekly schedule of classes is according to the psycho-physical characteristics of the students and is approved by the school director.

(2) The training hours are conducted by a timetable approved by the school director, the first lesson starts at 7.30 hours.

(3) Classes of self-preparation, interests and recreation of the students I - VIII class are organized in PIG, courses and clubs after the last lesson of the day and continued until 18.45 hours.

Art. 19. Organization of individual subjects, forms of examination and evaluation of knowledge and skills of students, the ways to form term and annual marks, as well as the conditions for completion of the class, stage and level of education are defined in PDO PPZNP, Ordinance № 3 by 15.04.2003 for the system of assessment and in the Guide of the Ministry for organizing of activities in schools during the school year.

Art. 20. The distribution of classes and classrooms are made by the Director or by a person authorized by her and is approved at a Teachers' Council.

Art. 21. At the beginning of the school year a classroom is determined for each class, which is maintained and safeguarded by students in the class. The responsibility for its condition is taken by the class teacher.

Art. 22. Damages in school or in the classroom are reimbursed by the perpetrators. At not determining the perpetrators within three days, the damage is borne by the class in which the damage is done.

Art. 23. Elective education is conducted outside the compulsory school time and through it the specific and individual interests of students are met.

Art. 24. During studying hours teachers give duty according to a schedule accepted by TC and approved by the Director, such as:

1. The teacher on duty starts work 30 minutes before the first lesson. He/she checks the status of equipment at the beginning and the end of the day and reflects the recommendations and suggestions in the Book for reporting of duty.

2. First grade teachers do not give duty. Their obligation is to take classes at the beginning of the school day, monitor students during the breaks and they are responsible for them until the last classes, and then transmit them to the duty teacher or tutor in PIG.

3. The stay of the teacher on duty in school is obligatory for the day, regardless of hours load.

4. The teacher on duty monitors the behavior of students during breaks.

5. In appropriate circumstances, he/she and the other teachers organize the students' leaving the yard in the long break. Each class defines two students on duty responsible for the order and cleanness of the classroom, who ensure the protection of property and belongings in it.

6. The place of the teacher on duty is in the school and if necessary in the schoolyard.

7. Teachers from I - IV grade accompany students to the front door of the school and submit them to the parents after the completion of courses. If the parents did not take their child until 14 pm the teacher on duty hands the child over to the tutor in PIG.

8. The teacher on duty controls completing of the program for the school day in the Material book.

9. The teacher on duty promptly notifies the Director of established irregularities.

10. Duty in classrooms is organized by the class teachers.

Art. 25. Obligations of students on duty according to classes are:

1. Providing good order and discipline during the breaks.

2. Maintain cleanness in the classroom and airing it during breaks.

3. Protection of classroom property and students' property.

4. Upon finding of infringement and damages the student on duty promptly informs the class teacher and the teacher on duty.

Art. 26. During the time when students are on vacation, teachers and school employees may be paid leave. During the holidays teachers and staff are on duty according to the schedule approved by the Director.

Art. 27. Opening hours during school vacation days for teaching staff is astronomical 4 hours - for the laying of foreign labor. The remaining time is given for creative and professional development.

Art. 28. Current organizational control activities are carried out through weekly operational meetings with teachers and staff - every Monday between the two shifts.

## **CHAPTER THREE**

### **PARTICIPANTS in the educational process**

#### **Section I**

##### **TEACHERS**

I. From 01.10.2009 teachers' posts are:

1. Junior teacher;

2. "Teacher";

3. "Senior teacher";

4. "Headmaster";

5. "Methodist teacher - from 01.01.2010

II. The positions of items 1, 2 and 3 are occupied by persons with acquired higher education degree: Bachelor or Master "and posts on items 4 and 5 - with a higher education degree of Master .

III. Position of "educator" is occupied by persons with an actual higher education degree: Bachelor or Master.

Art. 29. (1) Main functions and tasks

1. Perform their obligations laid down in regulations and documents in the public education system and job characteristics.

2. Meet state educational requirements.

3. They plan educational work with students each academic school year as teachers and class teachers. They also prepare annual distribution of educational material, tailored to the curriculum and school program. As class teachers they prepare annual allocation for education. Annual allocations / PIU, EPA / are approved by the Director no later than October 1, PIU - till 15.09.

4. Organize and manage the educational process in the relevant subject.

5. Ensure thorough and sustained utilization of knowledge and skills of students through the necessary pre-scientific and methodological prep and systematic use of effective teaching methods in class-lesson activity.
6. During the study period examine and objectively assess the knowledge, skills and competencies of students, direct and control their self-preparation, as the minimum number required current marks is according to art.11.a, paragraph 1 of Regulation № 3/15.04.2003. for the system of assessment - for students 5.-12.class – according to the number of hours. For students 2 .- 4.class - at least 6 marks for the school year.
7. At least 3 times during the semester examine students' notebooks.
8. Enter rhythmically the marks of pupils in school books and journal.
9. May offer solutions for organization and management of educational process, may participate in school management.
10. Participate in the work of TC and other service activities organized by the school.

IV. The teacher has the following responsibilities:

1. To implement the rate of compulsory teaching and other duties included in job description;
2. To teach the subject in the Bulgarian literary language, except the subjects 'foreign language " and " mother tongue "and the subjects of a foreign language, to communicate with students in literary Bulgarian language and assist them to acquire language and literary standards;
- 3. To promptly notify the Director when required to be absent from classes, to provide an alternate in order to avoid free hours;**
4. To participate in the work of the Teachers' Council and to implement its decisions;
5. To fulfill the requirements and recommendations of bodies performing inspection and methodological activities in the public education system;
6. To protect life and health of students during the educational process, educational and other activities organized by the school;
7. To maintain and improve their professional qualifications;
8. To inform in writing and on individual meetings the parents for the success and development of students, for observing school discipline, as well as for their skills of communication and integration in the school environment, direct them to the forms for additional work according to opportunities, needs and desires of students while respecting their right to make decisions;
9. Do not use mobile phone during the classes;
10. Do not smoke, do not bring and use alcohol in school and outside it - during conducting the events and activities involving students;
11. Appears to work with clothing in a form corresponding to his status as a teacher and the good manners;
12. Not to bring weapon in the school, as well as other objects that are a source of increased danger;
13. To keep the established school documentation for the students, and the class teachers keep also the diary of the class, the personal cardboards of the pupils, the Main book, the Book for students being subject to essential education until age of 16 and the Book about the results of the examinations of the students in poised form of education;
14. To reflect daily in the Material book the material taught;
15. To observe the weekly schedule of classes, to appear at work 15 minutes before the start of classes - for teachers who have first classes and no later than 10 minutes prior to the classes - for the teachers in other cases and also to enter on time in classes;
16. To give free advice to students on schedule, approved by the Director.

V. The teacher has the following rights:

1. To determine the methods and means of conducting the academic educational process freely as well as active using interactive teaching methods and opportunities of Information and Communication Technologies;
2. To participate in the ranking of projects of textbooks on relevant subject and the choice of the textbook, which will be used in the educational process;
3. To receive information on issues related to the performance of his/her duties, as well as opportunities to improve his/her professional qualifications;
4. To enhance education and professional qualifications;
5. To give advice and make suggestions for school development;
6. To use school material and technical basis for performing their official duties.

VI. Teachers are not allowed to provide paid educational services in a conflict of interest.

VII. A teacher who is a class teacher too has the following additional obligations:

1. To track the success and development of students in the relevant class in the academic educational process, to observe the school discipline, as well as their skills to communicate with students and teachers and their integration in school and periodically inform parents;
2. To analyze and evaluate risk factors on students from the class and take preventive and corrective measures for coping with them;
3. Monitor attendance of classes by students in class;
4. Promptly notify parents if a student is absent from classes as well as when a penalty is initiated against him or her or other measures according to these Rules;
5. To advise parents about the possibilities and forms for further work with students taking into consideration the maximum development of his talents and opportunities to provide pedagogical and psychological support from a specialist when needed;
6. To prepare and provide the parent with a characteristic for each student;
7. To organize and conduct parents' meetings;
8. Periodically arrange individual meetings with students in class, to organize and conduct class hour and work for the development of the class as a community;
9. To participate in the procedures for imposing sanctions and measures against students from the class in the cases and manner provided for in these Rules;
10. To keep in touch with the teachers who teach the class and inform him or herself periodically about the development and assessment of students in the class on a relevant subject, and also about their observing school discipline and their communication skills and integration into school;
11. To establish a permanent link to other class teachers in order to improve and find new ways of communication with students and parents;
12. To establish a link with the professionals and assist them in their work with students in the class;
13. Keep a regular basis of and keep records of the class;
14. During the parents' meetings to discuss and make decisions on major issues related to development and education of students, including the participation of specialists. Class teacher can not publicly discuss issues related to assessment and behavior of students from different classes.
15. At the first parents' meeting for the school year the class teacher provides parents with information about the schedule for the time of visiting teachers at the school.
16. At the end of each school year the class teacher prepares a characteristic for every student from the class, which assesses the development of students in the school educational process and keeping the school discipline. The Characteristic indicates both positive and negative aspects in the development of students. It is available to parents for signature.
17. Upon completion of primary and secondary education the class teacher prepares a

complete characteristic for the development of students. It is an integral part of the certificate of primary education, respectively, of the high school diploma.

18. Characteristic is also prepared in case of transfer of students to another school.

VIII. Educator in the PIG is required to:

1. Come to work not later than 8 o'clock am / 11.30am.
2. To prepare an annual plan and a weekly schedule of activities and present it to the Director for approval.
3. To take students from his/her colleagues after the last lesson.
4. To organize the self-preparation of students, classes of interest and their relaxation through fun and sports games, trips, excursions, visits to the movies, theaters, concerts and more.
5. To organize feeding of students in the dining hall at lunch and during the afternoon snack.
6. To write down the necessary school documentation.
7. The educator in PIG is responsible for the lives and health of students in the course of his or her professional duties and during other activities organized by him.

IX. Teachers / educators / may not:

1. Arbitrarily modify curricula and school schedules.
2. To use methods and means of teaching, not in accordance with the age of pupils.
3. Perform a non-objectivity in assessing the knowledge, skills and competencies of students.
4. To bring a party-political or religious ideology and bias in the educational process.
5. To use forms of mental, moral, physical or administrative abuse of students.
6. Incite, organize and conduct activities with students, threatening their safety, health or morals.

**Art.30. The teachers must be in school to carry out their normal teaching activity within the 8-hour working day according to their employment contract and to participate at TC and operational meetings, parent meetings, methodical collections, educational activities, consultation with students and parents, and in the presence of the legitimate orders of the director.**

Art.31. The teachers / educators / and administrative staff shall bear disciplinary liability and shall be punished by the Director according to LC for negligence of their professional duties, violation of labor discipline and breach of these Rules.

32. Teachers use paid annual leave under the Labour Code, the collective agreement and the Rules of holidays and leaves.

1. The leaves of teaching and non-teaching staff in schools are defined and used in accordance with the provisions of the Labor Code and the Rules for working hours, breaks and holidays.
2. The Director's paid annual leave amounts to 56 working days, of which according to art. 155 CT - 48 working days and 8 days as a member of the Union of employers of irregular work day.
3. Teachers use paid annual leave under article 155, paragraph 3 of the LC and art.24, paragraph 1 of NRVPO amounting to 48 working days - up to 8 days by branch collective agreement.  
- The paid leave of teachers benefits to teachers during the holidays, except if important reasons impose it to be used during school time.
4. Larger amounts of paid annual leave and extended additional leave of the members of the school collective can be agreed in the CBA as well as between the parties of the employment relationship.



Art.33. Holidays, which are considered non-working days for teachers / educators / and employees shall be determined under LC and the non-school days by the Minister of Education, Youth and Science are working days for teachers. The reserve of school classes is used during school holidays, sports and other events and tours.

Art.34. Pedagogical and non-teaching staff are obliged to respect the provisions of Section II of the Law on Protection against Discrimination / Protection in exercising the right to education and training /, which is reflected in their job description.

## **Section II**

### **STUDENTS**

I. Student has the following rules:

1. To choose the school, profile or profession as well as the school subjects, which are optional in the school curriculum keeping the requirements of official school documents; according to regulation decrees.
2. To get information about matters, related to his/her training, for their rights and responsibilities at school, about the school inner rules and order and the school discipline, when students enter the school, at the beginning of each term, and when they require it (inf.)
3. To be consulted about their professional development (in a way that is connected with their future work or career). To be directed, stimulated or encouraged and supported students ' interests connecting with their necessities, desires and abilities.
4. To be educated and trained in the healthy and safe environment for students, as well to get (support) protection when their rights or dignities are disturbed or their dignities are broken.
5. To use forms to encourage their rights about equal access of school education, which aims are to provide better studying conditions and health care, by order in normative acts. The teacher creates the necessary conditions that will allow the students to learn.
6. To use free school facilities and equipment in order defined by the Principal of the School during the school year and other time about developing students ' interests and abilities.
7. To participate in extraordinary activities including the forms of the students ' management by themselves.
8. To be awarded by moral and material prizes about high achievement in the school and additional extraordinary activities and about their contribution to the school development of the school society.
9. To give his/her own opinions or suggestions connecting with the organizations and providing the entire school activity.
10. To participate, including parent ' s presence, in solving problems, which are connecting with his/her rights or interests.

II. The students has the following obligations /according to Decree №162 from 30.06.2009 for amendment and sumpplement of IRLPE/ :

1. To keep the prestige of the school and contribute to the development of its good traditions.
2. Not to be absent from the school lessons, except respectable reasons – for the attending forms of training.

3. To appear at school with dress and in an appearance which are appropriate with good customs.
4. To wear uniform or the other distinctive signs of School if there are such ones, in the type and with elements which the School Regulations describe.
5. To respect and not to offend honour and dignity of the others, as well not to use physical and psychological violence.
6. Not to take part in gambling games, not to smoke, not to use drugs or obsessive substances and alcohol drinks.
7. Not to use a mobile phone and other electronic or technical equipment during the classes without teacher ' s permission.
8. Not to obstruct the teachers when they realize their duties, occupation, as well their classmates during the school lessons.
9. Not to bring gums and other dangerous objects.
10. Not to be at public places without accompanying of an adult person according to requirements of the Law for protection of the child.
11. To keep the school equipment and facilities and cleanness in the school premises.
12. To bring his/her mark book at school and to show it when the teachers or Principal require it.
13. To bring his/her student identification card at school and out of school.
14. Not to carry objects and materials if they are not needed in the Educational upbringing process.
15. Not to throw litter in the classrooms, corridors and schoolyard.
16. Not to refuse to fulfill their students ' obligations.
17. Not to do any anti-social acts.
18. Not to leave the school premises during the school time.
19. Not to stay at places which are dangerous for their lives – windows, parapets, fences, etc.
20. To fulfill their school obligations conscientiously.
21. To keep the school programme.
22. To come to school 15 minutes earlier than the beginning of the first class.
23. To be ready for the classes, to provide the mark book, necessary school appliances, working or sports clothing.
24. To take their seats after the first bell rings and to prepare for the school classes.
25. To keep the school property.
26. To observe safety rules when they get on or off of the transport vehicles going to school.
27. Students from the 1st grade and these ones from the 2nd to 4th grade including, who have poor marks in one or more school subjects at the end of the school year or compulsory-optional training, do not repeat the school year.

28. There is an additional training during the summer holiday provided on conditions and order defined by the School Principal; if it needs the further training could continue during the next school year.

29. For students who enter school in the 1st grade without preliminary group or class as well as the students who have certificates of the preliminary group where teachers certify that the child is not prepared for school, the school supported by Regional Inspectorate of Education and together with the Municipality, the school board and other organs or organizations organizes and carries out the extra-ordinary school training activities during the initial stage of the primary education including supplementary training for acquiring the literary Bulgarian language.

The failure of fulfillment of the obligations in the Regulations and in the School Rules is an offence of the school discipline .

Art.37.Students may be awarded with following moral or material awards:

1. Announcing praise or gratefulness from the form master or other teachers.
2. Saying praise or gratefulness from the Principal in the presence of all students.
3. Writing down the achievement in the Chronicle book of the school.
4. Material awards about the achievements during the school process or good performance.

Art.38.Students can be absent from school time only by respectable reasons like these:

1. Absence because of illness - until three days after returning to school, students have to bring the medical document to their form master.
2. To bring a document from the sport club where they are members – until 3 days after they come back to school.
3. The parental permission until 3 days during the school year.
4. The permission of the Principal for until 7 days a school year after a written request from the parents.

— The medical document, the document of the sport club and the notice from the parents are keeping in the Class Book of the class.

— The number of the student ' s absences are marked in the Class Book of the class and once a month are written down in the mark book.

Art.39.(1) The student ' s behaviour if he/she makes more than 90 excused absences is discussed at the PC.

(2) If the student makes 180 and more excused absences during the school year, it is discussed at the PC.It may decide and take a decision for student to have any exams on the determined dates in order to receive his/her annual school marks.

(3) In cases , the number of student ' s absences do not allow him/her to have term marks or annual once, PC defines the student ' s position.

Art.40.If the student doesn't assume his/her obligations, defined by clause 139 of the Implementing Rules of the Law on Public Education, Decree №162 from 30.06.2009 for changing and addition of the IRLPE and the School Regulations, the student is punished with:

1. Reprimand;
2. Doing activities for the school benefit during the free time of school classes;
3. Warning for moving away in another school;
4. Moving away in another school;
5. Moving from daily to independent form of education – for students who are finished 16 years old.

— The activities for the school benefit have to be appropriate to student's age, health and not to humiliate their dignity. The types of activities are arranged by the School Regulations.

— When the students appear at school with dresses or appearance which is a breach of these Regulations or School Rules as well as he/she is not able to take part into the educational process, the student is removed from school until the reason has been dropped about which the form master must inform the parents.

— When a student treats the teachers or the other students with no respect during the classes, the teacher may eliminate him/her until the end of the class.

— In case of a serious or systematical breach of the school obligations according to the Regulations and the School Rules except a punishment for the student it may be enforced a measure of decreasing of student's behaviour.

— Besides a punishment the student may be directed to consultation and pedagogical and psychological support of a professional adviser; additional education out of school time, during the school holidays, participation in the activities after school classes and out of school, professional orientation and other actions in order not to be allowed the breaches and dropping off school.

— For one breach cannot be inflicted more than one punishment.

— Punishments and measures are limited in the term period.

— The period of the punishment by clause 139, paragraph 1, item 2, 3 and 5 is determined by the Order of its inflicting.

— When the punishments by clause 139, par. 1, i. 4 and 5 are inflicted until 30 school days before the end of the second school term, they become effective from the beginning of the next year.

— The period of measurement on clause 139, p. 5 is determined by Order for its inflicting.

— The type and the period of the punishment is defined as the kind, hardness of the breach and the student's personal features are reported.

— Punishments by clause 139, par. 1, p.4 and 5 are forced as an extreme measures for heavy or systematic breaches.

— Penalties by cl.139,p. can be inflicted for admitted unexcused absences as a condition of their infliction is defined by the School Regulations. The punishments by art. 139, p.1, p.4 and 5 can be forced for acceptable more than 15 unexcusable absences during the school year.

— The measurement by art. 139, p.4 not to be forced to students with special educational needs when their behaviour is the result of disabilities or their bad health.

- The period of the measure defined by art.139, p.5 is determined after reporting the kind, hardness of the breach and the student's personal features.
- The punishment by art. 139, par. 1, i.1 is inflicted by the Principal's order after the suggestions of the form master and other penalties by art. 139, par. 1, i.2 – 5 with the order of the Principal after the suggestion of the pedagogical Council.
- The measure by art. 139, p.3 is forced with Order of the Principal, and on art. 139, p.5 and 6 – by Order of the Principal after a suggestion of the PC.
- The form master informs the student's parents with written report for the assuming breach and for the parents' rights in the procedure of the infliction of the punishment.
- For each procedure of inflicting the punishment by art. 139, p.1 and the measurement by 139, p.5 is defined a reporter. The reporter is a teacher, who teaches the student.
- Before forcing the punishments by art.139, p.1 and the measure by 139, p.5 the Principal / art. 139, p.1, i.1 /and PC in other cases, listen to the student and check the facts and circumstances connecting with the particular breach.
- The parent has the right to be on the listening and to say his/her opinion.
- If it is necessary, the listening has been done with the presence of the psychologist, pedagogical adviser or resourcing teacher.
- To clarify the facts and the circumstances of the listening, the teachers who teach the student can be invited and be listened to as well as the students.
- Before forcing the punishment by art. 139, p. 1, p.2 -5 and the measurement on art. 139, p. 5 the Department 'Social supporting' is informed by compulsory to the current student's address, its presenter may be present during the listening of the student in order to protect the student's rights and interests. If the student and his/her parents want, the presenter of the 'Social supporting' can consult him/her before imposing the other punishments or measures.
- Before infliction on the punishments and measures, except the measurement on art. 139, p.3, item 3 – the opinion of the class teacher of the student is taken.
- In the Order of forcing the penalty and measures it is appointed the type of the penalty or the measure, the period and the reasons for their forcing.
- The order can be appealed to the Chief of the Regional Inspectorate of Education – for state /public schools, as well as to the Minister of Education, Youth and Science for the public schools.
- The master teacher announces the student's parents for his/her penalty or measures.
- The forced penalties and measures are marked in the student's mark book, personal cardboard and the student's characteristics.
- The penalty by art. 139, p.1, i. 1 is announced by the master teacher in front of the class.
- When the teacher punishes the student according to art. 139, p. 4 for the particular class he/she notices unacceptable absence. The student doesn't have right to leave the school premises during his/her removing. The school creates conditions for educational work with the students connecting to the measure.
- The student, who has been punished on art. 139, p. 1, i. 4 is carrying on his/her training in another school according to the conditions and by order, determined by Order of the director of the IRLPE.

— The student ,who has been punished on art.139, p.5 ,during the period of the measure of is deprived of nthe right to receive the grant for excellent marks, as well as the right to take part in the school presentative activities which present the School.

— In equal conditions of entering the students there is a priority for the students who don 't have penalties or other measures on art.139, p.5.

— The penalties and measures are crossed out when the period of the penalty is finished or before this period by order in which they are inflicted.

— By the student 's desire after crossing out the penalty on art.139, p.1, p.4, he/she may continue the training in the school, where is removed.

— Crossing out is noticed in the student 's mark book and personal card.

### **Section III**

#### **PARENTS**

The school provides the preparation process, training and educating of the children and students connecting with support and participation of the parents.

I. The parents have the following rights:

1. To get information permanently for results, development of their children in ETP , keeping the school discipline, skills of social communication with other students and teachers and their integration at school community.
2. To meet the class teacher or other teachers at the particular time for consultations or at the other time convenient for both sides.
3. To participate in the Meeting for parents.
4. To express their opinions and to give any suggestions for school development.
5. To attend and to be listened to if they want, when the matters, problems of their student are being solved which concern the student 's rights and interests.
6. To participate in the School Board when such one is created.
7. To be consulted on the matters connecting to the student 's behaviour from the specialist , for which the school provides the necessary support.

II. Parents have the following obligations:

1. To assure the student 's attendance to school.
2. To know the curriculum , and School Rules and to sign them when they enroll their student.
3. Not to admit unacceptable student 's appearance and clothes which are not accepted by the School Regulations , student 's position and the good customs.
4. To get information regularly about the school marks and development of the student in ETP, keeping the school discipline , his/her skills of communication with students and teachers and the integration in the school environment.
5. To appear at school when important reasons require this and are invited from the class teacher or the Principal.

## Chapter IV

### MAIN FUNCTIONS AND OBLIGATIONS OF THE ACCOUNTANT AND THE SERVICE STAFF / CLEANERS AND MASTER MAINTENANCE /

#### I. Main functions and obligations of the accountant:

1. To organize, control and to be responsible for financial and accounting activity of the school according to Normative Acts of the financial work, accounting and inner financial control.
2. To be responsible and keep under control the report of the pecuniary resources, material valuables and register of their movement in time in the accounting documents and be responsible for reliability of the accounting registrations.
3. Working out suggestions and concrete measures with respect of keeping financial discipline.
4. Proposes to the Principal to assume the financial commitments after accomplished previous control.
5. To put in order the documents rightly connecting with the movement of the financial resources and necessary material equipment.
6. To organize and check preservation of the financial-accounting papers.
7. To inform Teachers ' Meeting about financial conditions.
8. To accomplish all the cash-operations of revenues and expenditures as keeping the corresponding account- books.
9. To receive and keep resources and their replaceable papers.
10. To prepare the registers of the teachers' salaries and the ones of the other staff.
11. To control and report on expense of the school vehicle and the driver 's transport work tickets.
12. To make the workday register book for the teachers and the other members of the staff.
13. To make reports for the financial-accounting work of the school and be responsible for their timely sending.
14. To do preparatory work of inventory to take part in committee and to constitute comparative registers for establishment of the results from the inventory and make bookkeeping in time.
15. To watch keeping of the school property.
16. To buy up the necessary materials, substances, things and technical equipment for educative work and cleaning the school.
17. To make a filing cabinet and to report on its movement of stock-material things and etc. by nomenclature and volume capacity.
18. To bear material responsibility of the value of the assets, inventory objects and materials.
19. To transmit drawing up papers accordingly and pecuniary resources at the service bank.

20. To prepare certificates and official notes, to give verification related to labour reward of the school staff.
21. Keep and work up the staff personal files and the teachers 'once ,make reports about holidays.
22. Prepare for making archives of the school documentation.
23. Make the Book for registration of the certificates of the primary school education and diplomas of the secondary school education.
24. Register the incoming and outgoing correspondence of the school, proceed requests and complaints.
25. Follow the legitimate and expedient consumption of the resources about medical service.
26. Take part in preparing the project of the school budget and follow its fulfillment after its assuming and approval.
27. Do typing work at school.
28. Work on and register the patients' papers.
29. Follow the Book of donation and check the fulfillment of contributor's willingness.
30. Fulfill his/her official duties during working day from 8 a.m. to 16.00p.m., using a break for lunch which lasts 30 minutes.

## II. The main functions and duties of the cleaner staff:

1. To do regularly and qualitative cleaning and disinfection of the classrooms, corridors, schoolyard, offices, floors, doors, windows and ceilings, gym.
2. To be on duty on time defined by the Principal of necessity.
3. To accompany the outsiders in the school building.
4. To keep sanitary regulations and fire-prevention measures and the rules of safety conditions for work.
5. To watch for damages and inform the Principal for them.
6. To support the teachers in removing of school-technical devices and other school equipment.
7. During the school activities they must be on duty, providing normal conditions for the school process, they lock and unlock the doors of the school and clean the premises.
8. Before starting the school year and during the school holidays they must be involved in the basic cleaning and repairing of the school / cleaning, painting, varnishing and other activities.
9. To keep their duties in the particular areas which are defined by order and according to division of activities during the working time from 6.30 am to 15.00 pm or 7.30 am to 16.00 pm.

## III. Main functions and obligations of the master of maintenance:

1. To do repair works at school and maintenance of necessary equipment.
2. To accept requests of the teachers and other officials to eliminate causing damages of the school property or school-technical devices and to be responsible for timely fulfilling them.



3. To be responsible for right storage and using all machines , appliances, works and materials with respect to their safety.
4. To fulfill the official duties within the working day from 8.00 am to 16.30 pm and 30 minutes for a lunch break.

## **Chapter V**

### **MANAGEMENT OF SCHOOL**

I. The management and control of the School be accomplished by Principal with participation of Pedagogical Council and the School Board.

The Principal organizes, checks and is responsible for the entire school action:

1. Keeping and exercises the state educational requirements.
2. Ensures safety conditions for training education and work.
3. Represents the school to Public and private institutions, social organizations and persons , concludes agreements with jurist ? person and physic person on the object of activity in keeping with leaving her/his powers.
4. Controls the organization of educational training by visiting in classes, preparing tests, inquiries, questionnaire etc.
5. Controls the right way of carrying out and keeping the school and educational documentation papers.
6. Permits transferring to students in keeping with the public educative requirements.
7. Signs and stamps the papers of moving the students away, completed grade, stage or level of education.
8. Keeps the school seal and the state seal with the coat of arms.
9. Introduces the budget and responds for lawful, advisable and economical control on the budget resources.
10. Awards and punishes students, teachers and office staff in keeping with LC, the Implementing Rules of the LPE and these regulations.
11. Cooperates to competent organs in keeping out their obligations.
12. Concludes and puts an end of vice-principals, teachers, educators, office staff and workers at school in order of Labour Code.
13. Announces the free places of work at the Unemployment Desk and the Regional Educational Inspectorate within 3 days after the places are vacant.
14. Approves the accepted documents by Pedagogical/Teachers ' Council Meeting about the organization of the school activities – the School Regulations, Subject plan for the activities of the TM; Rules for safety conditions of training, education and work, Register – Standard №1, weekly time-table of the school lessons, time-schedule for consultations, the schedule for tests and class works, plans of the school subjects among the teachers by classes.
15. Prepares an annually time-table of the appointments of the all school staff and approves the list of names of the appointments and working salaries.

16. Prepares and approves the time-table of the appointments.
  17. Prepares and sends List-Standard №1 and the school curriculum for approval to Ministry of Education, Youth and Science/REI.
  18. Does the compulsory teaching work within the working day.
  19. Provides conditions for health-preventive activities at school.
  20. The principal is the Chairman of the Teachers ' Meeting and organizes the fulfillment of its determinations.
  21. The Principal of the school differentiates the teachers ' rewards according to their appointments within the delegated budget, respectively the approved expenditure and/or at the expense of the aim granted funds, on condition that there are not available limitation for increasing of the expenses of working salaries at the budget organizations.
- II. The Teachers ' Council of the school like a specialized organ for examining and making up the basic pedagogical matters:
1. Accepts a strategy for the improved development of the school which is improved every school year.
  2. Accepts the School Regulations.
  3. Accepts the school educational procedures.
  4. Chooses the forms of training, teaching.
  5. Discusses and takes decisions on results of training.
  6. Defines the way of acceptance of students at school by keeping the demands of the normative deeds.
  7. Accepts the educational procedures for individual form of training.
  8. Accepts the calendar plans for school work.
  9. Approves the school symbols and rituals after coordinating with the School Board or the students ' parents.
  10. Discusses and offers to the Principal decisions about awarding and punishing the students.
  11. Defines the activities out of public educational demands and accepts the programmes for realizing .
  12. Discusses the results of the library work and give recommendations about its action.
  13. The Pedagogical Council of the school includes vice-principal, the teachers, educators and other pedagogical staff.
  14. The president of the school Board and the medical person who services the school, may participate in PC and they have the right to vote.
  15. PC of the school is called least once a couple of months – from the Principal according to the Calendar plan for the activities. An extraordinary meeting of PC may be convened by the written requirement to the Principal from the least of the one- third of the numeral strength of the staff.
  16. The decisions are taken by normal majority in the presence of at least of two-thirds of the numeral strength of the staff.

17. The decisions of the PC be canceled by itself with a vast trained majority/ two-thirds of the vote of those who present/ or from the head of REI.

18. At each session of the TC is leading a report.

III. The School Board is the social organ for supporting the activity at the school. The structure and work of the School Board are arranged in Chapter VI of the Law of Public Education.

## **Chapter VI**

### **MANDATORY SCHOOL DOCUMENTATION OF THE SCHOOL**

1. The mandatory school documentation and the period of its safe keeping are:

— The Book for students who are liable of the compulsory education till 16 years old – 5 years.

— List Standard №1 – 5 years

— Class Book for each class – 5 years

— Material book for taken school classes – until the next financial inspection

— The main class book for students I – VIII class and personal cardboards for students of IX – XII class – permanent period

— Reports of exams – 10 years

— Book of the results of the exams of the students who are in separate and individual form of educational training

— register books for issued papers for finished level of education – primary and secondary – permanent

— Register of the ingoing and outgoing – 5 years

— Book of registration of the Principal 's orders and enclosed orders to it – 5 years

— Book of the control activity at the school – 5 years

— Book of the reports from meetings of the PC – 5years

— Inventory Book; Reporting and accounting forms – a period according to the Law of the book keeping

— Book of the sanitary conditions – 5 years

— Book of registration of the donation – permanent

— Chronical Book – permanent

— Register book of the study rooms – 2 years

— book of the duties at school – 2 years

### **TRANSITIONAL AND CONCLUDING DECREES**

1. This Regulation is issued of the strength of §8 of Transitional and concluding decrees of the IRLPE and comes into effect from the date of the acception it from PC at school.

2. The changes, accepted by normative acts of MEYS, are reverberated in this Regulation.

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3. The Regulation is accepted of PC of school with Protocol №13 from 14.09.2009 and is approved by the Principal.